

Enmore Church of England Primary School

'Those who are taught here must
go out and teach others'

Rev J. Poole, Founder, 1810



'I have set you an example that you
should do as I have done for you.'

John 13: 15

Enmore C of E Primary School
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Tel: 01278 671370

CARETAKER/ODD-JOB PERSON required as soon as possible

Please note, this document is intended to give an overview of the caretaker role. It is not definitive and is subject to change.

Caretaker Job Profile

The caretaker role is for 10 hours per week but flexibility is required. It is likely that routine tasks will take up much of the time during the winter but much less so in the summer. Excess hours will be accrued by the school and used for bigger projects or one-off maintenance jobs.

Regular tasks include:

- Keeping all external areas swept and free of litter
- Weeding the playground areas
- Putting out and replacing wheelie bins
- Keeping drains free of litter and leaves
- Checking smoke alarms
- Checking fire alarms
- Checking water temperatures
- Cutting back plants and branches
- Clearing gutters
- Checking fuel levels and ordering fuel
- Arranging annual Health and Safety checks with external contractors
- Setting and monitoring heating
- Servicing TMV's
- Window cleaning

Other tasks may include:

- Changing light bulbs, strip lights and smoke alarm batteries
- Disposing of large items at the tip
- Putting up shelves and noticeboards
- Minor repairs e.g. tap washers, door handles, toilet seats etc.
- Rodding drains
- Painting and decorating

- Putting together flat-pack items
- Unlocking/Locking up premises for contractors or for out of hours events
- General maintenance, as required
- Alarm call out monitoring